

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3428 **TITLE:** LIBRARY INFORMATION ASSISTANT **GRADE:** S-19

DEFINITION:

Under the general supervision of a professional librarian, provides customers with services in information, cataloguing, and collection management; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Library Information Assistant is distinguished from the Librarian I in that the Library Information Assistant provide services typically in the limited scope of library function including information services, cataloguing, and collection management, whereas the Librarian I performs entry-level professional librarian work utilizing specialized professional knowledge encompassing selecting, acquiring, cataloguing, classifying, circulating, maintaining library materials, and furnishing reference, bibliographical, readers' advisory services.

ILLUSTRATIVE DUTIES:

Answers reference questions from customers through the use of standard reference books, documents, and electronic resources;
Assists and instructs customers in the use of print and online reference materials;
Advises and assists customers in the selection of books, periodicals, media, and other materials;
Plans and provides programs and outreach to customers of all ages;
Performs collection maintenance by weeding, marketing and merchandising library materials;
Trouble-shoots library computers and reports unresolved problems through proper channels;
Remains current in resources, services and technologies in the information field;
Performs copy cataloging of fiction library materials;
Identifies materials to be considered for addition to the library collection.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of the principles, standards, and practices of library science;
Knowledge of library reference sources and methods;
Ability to meet and provide information service to customers of all ages;
Ability to work with other employees;
Ability to learn new procedures and resources;
Ability to communicate verbally in order to answer reference questions and provide reading guidance;
Ability to understand and interpret policies;
Ability to carry out objectives under supervision;
Ability to present a positive image of the library to the public.

EMPLOYMENT STANDARDS:

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Any combination of education, experience, and training equivalent to the following:
Graduation from an accredited four-year college or university with a bachelor's degree in social or behavioral sciences, liberal arts or sciences, education, or a related discipline;
PLUS two years of experience working in a library, bookstore, educational or research setting.

CERTIFICATES AND LICENSES REQUIRED:
None.

REVISED: October 17, 2007
REVISED: February 25, 2004
ESTABLISHED: May 24, 1999